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IRON MOUNTAIN'S ACCUTRAC®  
STANDARD EDITION:  
RULE YOUR INFORMATION —  
TAKE CONTROL

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## INDUSTRY FACT

**66%** of knowledge workers indicated that they spent at least **15%** of their day searching for information.

SOURCE: DELPHI GROUP. "THE HIGH COST OF KNOWLEDGE." 2010.

## BUSINESS CHALLENGE

The total amount of data your company stores increases exponentially daily. This information is vital to the success of your business. Without proper records and information management, you're leaving your company at risk. You're unable to locate physical records due to the lack of proper metadata – information kept both onsite and offsite aren't linked together for easy access – costing your company both time and money. Numerous methods are used for managing this inventory by departments or functional business units; spreadsheets, databases, manual tracking logs, etc. This creates an environment that is impossible to bring visibility of the inventory into a single view for applying records management policy.



# HOW THIS AFFECTS YOU

- Metadata is either not being used or updated accordingly, making it hard to locate physical records when you need it most.
- The highest level of Information Governance is not being met, putting your information at risk.
- Retention policies aren't being applied, which can be time consuming and costly.

## WHAT IF YOU COULD...

- Have a single system of record to track and manage your physical records, providing auditable chain of custody for your inventory?
- Gain access to all of your information using a consistent process?
- Maintain control over your records management program by managing your records throughout their entire lifecycle?

# IRON MOUNTAIN ACCUTRAC®

## RECORDS MANAGEMENT SOFTWARE: STANDARD EDITION

Accutrac Standard is pre-configured records management software that gives you complete control over managing your physical records, enabling you to manage your records throughout their entire lifecycle. Accutrac Standard is designed for organizations, like yours, with basic records management requirements. Accutrac Standard can be configured based on your requirements to manage onsite physical records and physical records stored with Iron Mountain – and link both your onsite and offsite records together in one interface.

### ADVANCED RECORDS MANAGEMENT FEATURES

Accutrac Standard is available as a cloud-based hosted service, enabling you to log in to Accutrac through the Internet. Accutrac Standard gives you the standard features you would expect with records management software, such as the ability to check in/check out an item, add and edit metadata, search and retrieve records, create and apply policies across records types, and basic reporting, but it also gives you:

ACCUTRAC RECORDS MANAGEMENT SOFTWARE	STANDARD
Physical Records Management	✓
On-Site Item Tracking	✓
Retention Management	✓
Offsite Item Tracking Iron Mountain SKP	✓
Offsite Item Tracking oneilBridge™	
Offsite Item Tracking 3rd Party SFTP	
Warehouse Space Management	
Legal Functionality Modules	
Iron Mountain SKP Inventory	Up to 3 Cust IDs
Legacy Data - One File in Accutrac Format	✓
Custom Source Systems	
Single Sign-On	Future Availability
Max Number of User Licenses	200
User Roles	3
Entity Hierarchy	2
Item Type Set Up	2
Additional Configuration	Not Available

### WHAT YOU GAIN

- A single system of record that can handle all your physical records regardless of location and status giving you more efficiency and more control with less total cost.
- The ability to locate, access, and deliver physical records when you need it most.
- The peace of mind that you're protecting your information throughout its lifecycle.



#### ABOUT IRON MOUNTAIN

Iron Mountain Incorporated (NYSE: IRM) is the global leader for storage and information management services. Trusted by more than 220,000 organizations around the world, Iron Mountain boasts a real estate network of more than 80 million square feet across more than 1,350 facilities in 45 countries dedicated to protecting and preserving what matters most for its customers. Iron Mountain's solutions portfolio includes records management, data management, document management, data centers, art storage and logistics, and secure shredding help organizations to lower storage costs, comply with regulations, recover from disaster, and better use their information. Founded in 1951, Iron Mountain stores and protects billions of information assets, including critical business documents, electronic information, medical data and cultural and historical artifacts. Visit [www.ironmountain.com](http://www.ironmountain.com) for more information.

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